

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Project Manager	Job Family: 2
General Classification: Management	Job Grade: 30

Definition: To manage through coordination and provision of direction, the formulation and implementation of specified activities within an assigned project(s). This includes, in consultation with assigned technical staff, the creation of objectives, priorities, budgets and schedules prior to achieving maximum production and efficiency in the project and/or work on other programs or projects as assigned.

Distinguishing Characteristics: This is an entry-level job class responsible for the management of projects whose scope and diversity and/or project budget is less than that assigned to the Project Manager class level. Receives general direction from the lead manager/Project Manager/engineer. May provide direction through consensus building and team leadership to a variety of technical/department staff as a function of project management. May supervise and inspect work of contractors and hourly staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assists the lead manager/Project Manager in identifying City goals, objectives, priorities and actions to be accomplished within assigned project in consultation with other department personnel.
2. Manages the implementation and achievement of assigned project objectives in assigned project; will follow up with decisions that are made and, when appropriate or necessary, will refer matters to lead manager/Project Manager for resolution.
3. Coordinates with other departments to achieve City objectives in accordance with mutually agreed upon time frames in his/her assigned projects.
4. Delineates tasks, schedule time lines, and coordinate technical/professional staff or the work of contractors on a project basis to ensure maximum/timely production and achievement.
5. Developing, preparing and administering the project's budget and staff requirements for all activities within his/her assigned projects(s) in collaboration with department directors or other designated staff.
6. Supervises and inspects work of contractors, and seasonal and hourly staff.

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7. May perform minor design work.
8. Performs related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic understanding of design and construction principles, methods, materials and equipment used in construction projects; basic technical disciplines and processes utilized in various capital improvement projects; methods and techniques of project management; capital financing methods and procedures; knowledge of principles of supervision.

Ability to: Successfully apply project management techniques to practical situations; communicate tactfully and effectively in both oral and written form, may give input to the preparation and presentation of position papers and policy reports, synthesizing and summarizing of special technical information, discussions of an advisory/consultative nature; will assist in organizing and coordinating a wide variety of divergent activities toward common objective; identify existing or potential problems; secure relevant information and data from different sources; determine probable causes and effect solution(s); negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea, plan, activity and/or product; prepare and administer assigned budget; secure information so as to successfully estimate cost, time frame and proper resource allocations; establish and maintain effective work relationships with those contracted in the performance of required duties; ability to supervise and lead staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of technical/professional work experience with municipal construction projects and/or project management experience; equivalent to a bachelor's degree from an accredited college or university with a degree in public administration, construction management, engineering, park management or a related field.

Required Licenses or Certificates: Possession of or the ability to obtain a California driver's license.

Established November 2003

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